


#75-2006

VACANCY NOTICE**CS-376****For opportunities in RHODE ISLAND STATE GOVERNMENT**

REV (9/93)

Description of Position	<p>Title of Position: Legal Assistant Classification Code: 02461400</p> <p>Salary Range: (119A) \$33505-37216 Reference Position No: 3310-10100-Pending</p> <p>Children, Youth & Families Legal Services Application Period: 11/10/2006 to 11/16/2006</p> <p>Department or Agency Name Division—Section—Unit</p> <p>Assignment(s)/Comments: Location: 101 Friendship St.</p> <p>Shift and Days: Monday-Friday: 8:30am-4:00pm Providence, RI</p> <p>Restrictions/Limitations: None</p> <p>Position Covered By Collective Bargaining Union Agreement Yes No X</p> <p>Name of Bargaining Union: Non-Union</p> <p>There is is not X a Civil Service List for this position See A/B or Both for Specific Instructions</p>
General Information To Candidate	<p>Instructions:</p> <p>A. STATE EMPLOYEES LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please submit a letter "bid" noting your intention to bid, the position title and posting number (found on upper left hand corner of posting).</p> <p>Most important – please include the following information:</p> <ul style="list-style-type: none"> <i>The title of the position for which you are applying</i> <i>Name of your department where you are currently employed</i> <i>Title of your present position and date you entered it</i> <i>Your business telephone number</i> <i>Date you entered State service</i> <i>Present Union Affiliation ***</i> <p>In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all of the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <ul style="list-style-type: none"> Reasonable Accommodation: <p>If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.</p> <ul style="list-style-type: none"> MEDICAL INFORMATION; <p>Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulation of the Americans with Disabilities Act (ADA).</p>
Statement of Duties	<p>DUTIES / RESPONSIBILITIES: To work in the Department's Legal Services Unit and be responsible for the coordination and preparation of discovery packets on all child welfare petitions filed by DCYF in the Family Court (including child abuse, neglect and termination of parental right petitions); coordinate the receipt and response to all subpoenas and other related legal documents; and to do related work as required.</p>
Minimum Education and Experience	<p>EDUCATION / EXPERIENCE/ SPECIAL REQUIREMENTS:</p> <p>Education: Such as may have been gained through: graduation from a senior high school supplemented by various professional courses/seminars related to legal issues, supervisory procedures and management information systems; and,</p> <p>Experience: Such as may have been gained through: extensive employment in a legal office performing diverse legal assistant/administrative assistant duties relative to law in comprehensive legal services/state regulatory program, which includes supervision and management of an extensive support staff and the preparation of legal documents.</p> <p>Or, a combination of education and experience that shall be substantially equivalent to the above education and experience.</p> <p>POSTED FOR LATERALS AND RECRUITMENT</p>
Where To Apply	<p>Apply within the application period as shown on this announcement, NOTE: Some state union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office <u>does not</u> assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>Dept. of Children, Youth & Families Phone: (401) 528-3681</p> <p>Office of Human Resources Fax: (401) 528-3680</p> <p>101 Friendship St., 2nd Floor TDD: (401) 222-5803</p> <p>Providence, RI 02903</p> <p>Attn: Ellen L. Moan</p> 

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER